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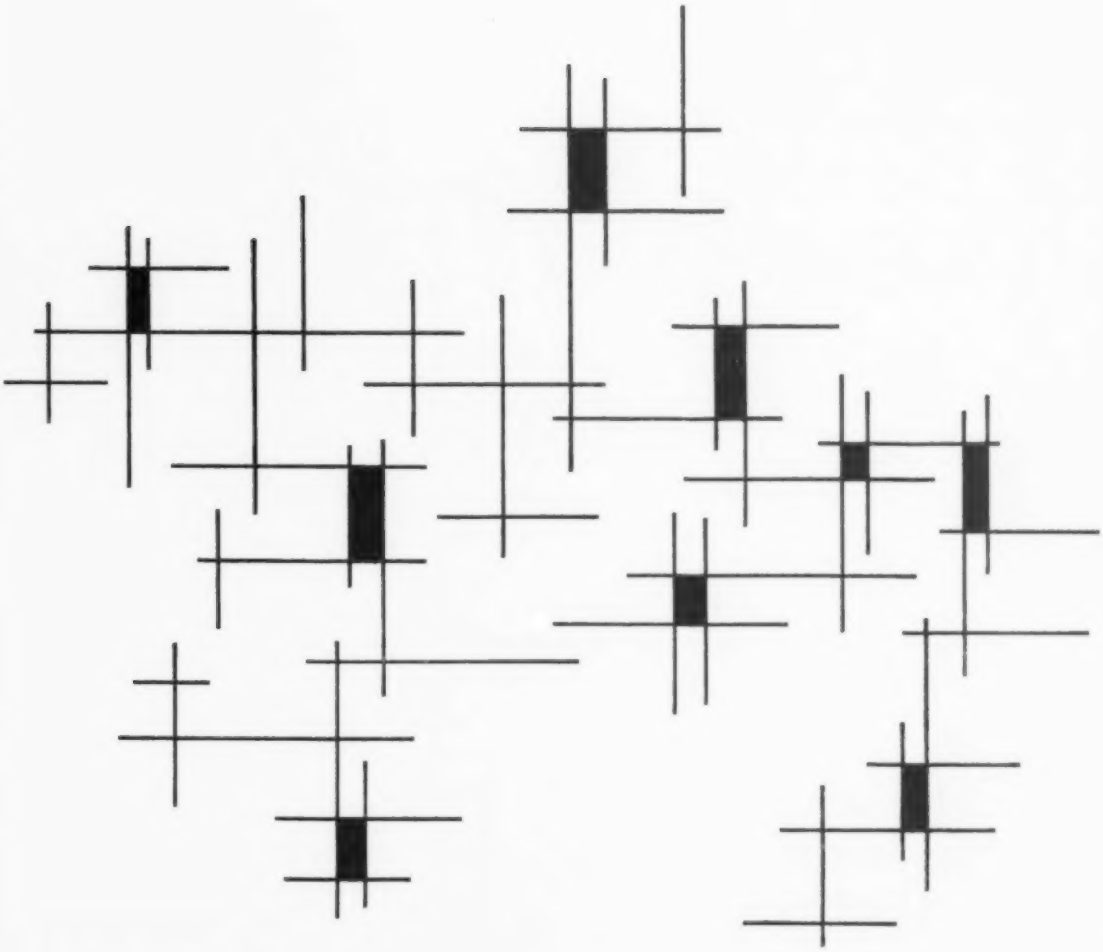
Personnel Literature



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ABSENTEEISM

2-1

Nicholson, Nigel.

Absence behavior and attendance motivation: a conceptual synthesis. Journal of management studies (Gt. Brit.), 14:231-252, October 1977

Descriptors: *Absenteeism / Literature reviews / *Absenteeism causes--Theory / Simulation methods / Job satisfaction / Work values / *Absenteeism rates.

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Adverse personnel actions against professional staff members at the Federal Power Commission; report.... Prepared by Subcommittee on Oversight and Investigations. Washington. U.S. Govt Print. Off., 1977. 40p. (H. com print, 95th Cong.)

Descriptors: U.S. Federal Power Commission--Evaluation / Professional employees / *Adverse actions--Case studies / Federal employees.

ASSESSMENT CENTERS

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Canada. Public Service Commission.

Reactions to an assessment centre. Prepared by Leonard W. Slivinski and others, Managerial Assessment and Research Division, Personnel Psychology Centre Ottawa, 1977. 77p. (CAP-AC 28)

Descriptors: *Assessment centers--Evaluation.

CAREER STAFFING

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Driessnack, Carl H.

Outplacement: a benefit for both employee and company. Personnel administrator, 23:24-26+, January 1978

Descriptors: *Employee outplacement / *Fringe benefits / *Executives--Placement.

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Erdlen, John D.

Guidelines for retaining an outplacement consultant. Personnel administrator, 23:27-29 January 1978

Descriptors: *Employee outplacement / *Consultants--Costs / *Executives--Placement / Employee outplacement--Costs.

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Donnelly, Caroline.

Balancing ideals and frustration in the bureaucracy. Money, 6:54-58, August 1977.

Descriptors: State employees / Local officials and employees / Federal employees / *Civil service / Government employees--Pay / *Government service as a career.

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Aibel, James H. S/C

Federal officers--scope of immunity from damage actions available to administrative agency officials--Economou v. United States Department of Agriculture. Rutgers law review, 30:209-241 Fall 1976

Descriptors: *Federal employees--Liability--Cases / U.S. Department of Agriculture.

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Kroger, William.
Contracting out; one way to shrink government employment. Nation's business, 65:39-42, December 1977
Descriptors: *Contracts, Government / *Contractor personnel / *Retirement benefits--Costs / Federal government.

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Otte, Monica A.
Aliens in the Federal civil service. Cornell international law journal, 10:255-280, May 1977
Descriptors: *Aliens--Employment--Cases / *Mow Sun Wong v Hampton / Security program / Federal government.

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U.S. Civil Service Commission.
Annual report of employment by geographic area, December 31, 1976. Prepared by Bureau of Personnel Management Information Systems Washington U.S. Govt. Print. Off , 1977. 164p. (SM 68-11)
Descriptors: *Civil Service--Statistics / *Federal employees--Statistics.

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U.S. Civil Service Commission.
Congressional documents relating to civil service; supplement no. 10, 94th Congress, 1975-1976. Prepared by The Library. Washington U.S. Govt. Print. Off., 1977. 59p.
Descriptors: *Civil service--Bibliography / *Legislation--Bibliography / Federal government

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Some general information about Federal jobs; first, see US. Prepared by Bureau of Recruiting and Examining. Washington, 1977. 8p. (BRE-67)
Descriptors: *Government service as a career / *Applications for positions / Federal government.

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U.S. Employment and Training Administration.
Index to publications of the Employment and Training Administration. Washington, 1977. 29p.
Descriptors: *U.S. Employment and Training Administration / *Government publications--Indexes / *Training--Bibliography / Job corps--Bibliography / *Civil service--Bibliography / *Equal opportunity in employment--Bibliography / Public service employment--Bibliography / Federal government

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Why veterans' programs are coming under fire. U.S news & world report, 84:82-83, January 23, 1978.
Descriptors: *Veterans--Preference / *Veterans, Disabled / *Veterans--benefits / Federal government

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Koning, Klaus.

Civil service reforms in Europe. [Speyer, Germany, Post-Graduate School of Administrative Science, 1977] 46p. (Speyer arbeitsheftes 17)

Paper from the Conference on Administrative Reform Tampere, Finland, August 30-September 3, 1976, organized by the European Group of Public Administration.

Bound with: Civil Service Reforms.

Descriptors: *Civil service reform / *Europe / Personnel administration/ Public administration--Training / Decision-making.

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Solmon, Lewis C., Ann S Bisconti and Nancy L. Ochsner.

College as a training ground for jobs. New York, Praeger Publishers, 1977. 183p.

Published in cooperation with the Higher Education Research Institute.

Descriptors: Occupational choice / *Education Higher--Evaluation / College graduates--Attitudes / *College graduates--Employment / Underemployment / Labor supply / Women college graduates--Attitudes / *Job satisfaction / Career patterns / Surveys / College graduates--Pay / College graduates.

COMMUNICATION

2-17

Kirkpatrick Donald L.

Communications: "everybody talks about it, but...." Personnel administrator, 23:46-50, January 1978.

Descriptors: *Communication in personnel management--Methods / *Personnel departments.

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Ruben, Brent D.

Guidelines for cross-cultural communication effectiveness. Group & organization studies, 2:470-479, December 1977.

Descriptors: *Communication in personnel management / *Overseas personnel / Cross cultural studies.

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Adie, Douglas K.

An evaluation of Postal Service wage rates. Washington, American Enterprise Institute for Public Policy Research, 1977. 182p. (AEI studies 166)

Descriptors: *Postal employees--Pay / Postal employees--Pay--Evaluation / U.S Postal Service--History / Personnel administration / Labor costs / Federal government / Turnover / Pay policies.

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National survey of compensation paid scientists and engineers engaged in research and development activities, December 1977. Washington, U.S. Govt. Print. Off., 1977. 1v.

Prepared for U.S. Department of Energy.

Descriptors: *Scientists--Pay--Statistics / *Engineers--Pay--Statistics / Bachelor of science degree / Master of science degree / Doctor of philosophy degree / Federal government / Business / Industry.

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Kahn, Patricia M.

Pay retention (FWS). [Washington], Classification and Compensation Society, 1977. 7p. (Technical publication 1)

"Computation of pay retention benefits" is included.

Descriptors: *Wage system employees--Pay / *Pay rates / *Downgrading / Federal government.

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King, Allan G.

Is occupational segregation the cause of the flatter experience-earnings profiles of women? Journal of human resources, 12:541-549 Fall 1977.

Descriptors: *Pay rates--Research / *Women--Pay--Research / *Women professional employees--Pay.

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Toward an examination of stratification in organizations. Administrative science quarterly, 22:553-567, December 1977.

Descriptors: *Social classes / Master of business administration degree / Bachelor of arts degree / Organizational characteristics / *College graduates--Pay.

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Position classification, pay and employee benefits. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1977. 72p. (Personnel bibliography series no. 90)

Descriptors: *Job analysis--Bibliography / *Job evaluation--Bibliography / *Position classification-Bibliography / Job descriptions--Bibliography / *Compensation--Bibliography / Federal employees.

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U.S. National Technical Information Service.

Wages salaries, and earnings; a bibliography with abstracts, 1974 - August 1977. Springfield, Va., 1977. 175p.

Earlier edition of volume 2 listed in Personnel Literature, item 2-193 February 1976.

Descriptors: *Pay research--Bibliography / *Pay surveys--Bibliography.

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Fottler, Myron D.

Management commitment and manpower program success. California management review, 19:71-77, Spring 1977

Descriptors: *Disadvantaged--Employment / *Disadvantaged--Training / *Supervisors--Attitudes / Program evaluation.

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Magers, M. Scott.

A practical guide to Federal civilian employee disciplinary actions. Military law review, 77:65-108, Summer 1977.

Descriptors: *Discipline--Administration / *Adverse actions--Appeals / U.S. Department of the Army / U.S Civil Service Commission / Federal government.

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2-28
Gomberg, Edith S.
Women, work, and alcohol: a disturbing trend. Supervisory management, 22:16-20, December 1977.
Descriptors: *Alcoholic employees / *Women employees / Supervisors--Responsibilities / Women--Attitudes toward.

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Thacher, F.J. and others.
Can on-site counseling programs aid workers, reduce health costs? International journal of occupational health & safety, 46:48-50 November-December 1977.
Descriptors: *Mental health services / Counseling / Medical care--Costs.

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Althauser, Robert P., Sydney S. Spvack and Beverly M. Amsel.
The unequal elites. New York, J. Wiley, 1975. 204p.
Descriptors: *Afro-American college graduates--Pay / *Afro-American college graduates--Characteristics / College graduates--Pay / *Afro-Americans--Discrimination / College graduates--Characteristics / *Equal opportunity in employment--Research.

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Anthony, William P. and Marshall Bowen.
Affirmative action: problems and promises. Personnel journal, 56:616-621, December 1977.
Descriptors: *Affirmative action--Evaluation / *Affirmative action--Costs / Seniority / Law enforcement.

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Clark, Grover M. and Jeanette Perlman.
A new approach to affirmative action programs. Supervisory management, 22:10-15, December 1977.
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Copus, David.
The numbers game is the only game in town Howard law journal, 20:374-418, no. 2 1977.
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Dixon, Pat D., Jr.
Civil rights--42 U.S.C. 1981 prohibits racial discrimination in private employment against white persons as well as nonwhites--McDonald v. Santa Fe Trail. Howard law journal, 20:512-526, no. 2 1977.
Descriptors: *Equal opportunity in employment--Cases.

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Equal rights and industrial relations, by Farrell E. Bloch and others. Madison, Wis., Industrial Relations Research Association, 1977. 281p.

Chap. 6, The response of governments and the civil service to antidiscrimination efforts, by Robert E. Hampton.

Descriptors: *Equal opportunity in employment / *Sex discrimination / *Afro-Americans--Discrimination / *Affirmative action--Administration--Evaluation / Federal employees.

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Fleming, John H and Charles A Shanor.

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Descriptors: *Veterans--Preference--Cases / *Women--Discrimination--Cases / Federal government / State government / *Veterans--Preference.

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Imposition of affirmative action obligations on nonconsenting government contractors: United States v. New Orleans Public Service, Inc. harvard law review, 91:506-516, December 1977.

Descriptors: *Equal opportunity in employment--Cases / *Contracts, Government--Cases.

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Descriptors: *Women--Discrimination / *Women executives--Employment / Local officials and employees / *Equal opportunity in employment.

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Kendrigan, G. M.

Reverse sex discrimination--the horns of the dilemma. Trial, 13:28-30, July 1977.

Descriptors: *Equal opportunity in employment / *Sex discrimination--Cases.

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Larson, Arthur.

Employment discrimination. [Vol. 3, Race] New York, M. Bender, 1977. 3v.

Vol. 1, Sex and vol. 2, Procedures and remedies, appeared in Personnel Literature, item 3-64, March 1977.

Descriptors: *Equal opportunity in employment--Handbooks, manuals, etc. / *Minority groups--Discrimination / *Equal opportunity in employment--Law and legislation / Afro-Americans--Discrimination / *Test bias--Cases / Test bias--Decisions / *Test validity / Recruitment / Minority groups--Personnel policies.

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Lopatka, Kenneth T.

A 1977 primer on the Federal regulation of employment discrimination. University of Illinois law forum, 1977:69-168, no. 1 1977.

Descriptors: *Equal opportunity in employment--Cases / *Test validity--Cases / Sex discrimination--Cases / Religious descrimination--Cases / Age discrimination / Affirmative action.

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McCollister, Stephen A.
EEO: an approach for the '70s. Personnel administrator, 23:42-45, January 1978.
Descriptors: *Equal opportunity in employment / *Affirmative action.

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New drive for affirmative action is launched; Vance receives task force report, calls for implementation. Department of State newsletter, p. 5-10, December 1977.
Includes summary of report of Executive-Level Task Force on Affirmative Action and statement by Secretary Vance.
Descriptors: *Affirmative action / *U.S. Department of State / *Women--Employment / *Minority groups--Employment / *handicapped--Employment / *Foreign service officers--Personnel policies / Federal government.

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Scoones Eric C.
Procedural due process and the exercise of delegated power: the Federal civil service employment restriction on aliens. Georgetown law journal, 66:83-111, October 1977.
Descriptors: *Aliens--Employment / *Civil service / *Citizenship discrimination--Cases / *Due process of law / Federal government / Executive power / Aliens--Employment--Executive orders.

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Springgay, Peggy.
The Age Discrimination in Employment Act: new incentive for private enforcement. Santa Clara law review, 17:405-428, Spring 1977.
Descriptors: *Age discrimination / *Retirement--Compulsory--Cases / *Damages.

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Swanson, Stephen C.
The affect of the Supreme Court's seniority decisions. Personnel journal, 56:625-627, December 1977.
Descriptors: *Seniority--Cases / *Equal opportunity in employment / Discrimination / U.S. Supreme Court.

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Descriptors: Minority groups--Employment / Women--Employment / *U.S. Civil Service Commission--Rules and practice / *Equal opportunity in employment--Evaluation / Federal employees.

2-48
When EEO knocks.... Management world, 6:7-16+, December 1977.
Contents: The 1.5 million dollar interview, by Suzanne Cook; The EEO report: make your computer work for you, by Carlton Dukes; Taking inventory of employees' skills, with an eye towards affirmative action, by Richard Kaumeyer.
Descriptors: *Interviewing--Methods / *Equal opportunity in employment / *Affirmative action / *Personnel information systems / *Skills inventory.

ETHICS

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Byron, William J.
The meaning of ethics in business. Business horizons, 20:31-34, December 1977.
Descriptors: *Business ethics.

ETHICS (Cont'd)

2-50
Ewing, David W.
Employees' rights. Society, 15:104-111, November-December 1977.
Descriptors: *Whistleblowing / Employee rules / *Freedom of speech--Law and legislation / Federal employees / State employees / *Business ethics / Political activity / *Invasion of Privacy.

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Freund, Paul A.
The moral education of the lawyer. Emory law journal, 26:3-12, Winter 1977.
Third annual Robert T. Jones, Jr. memorial lecture on legal ethics, January 1977.
Descriptors: *Legal ethics.

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Luther, Richard F.
Business as usual: the former government attorney and ABA disciplinary rule 5-105(D). Hastings law journal, 28:1537-1568, July 1977.
Descriptors: *Government attorneys / *Legal ethics / Federal government.

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Purcell, Theodore V.
Do courses in business ethics pay off? California management review, 19:50-58, Summer 1977.
Descriptors: *Business ethics--Study and teaching / *Business ethics--Research.

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The whistleblowers: a report on Federal employees who disclose acts of governmental waste, abuse, and corruption Prepared by Bureaucracy Task Force. Washington, 1977. 1v.
Task Force is part of Senator Patrick J. Leahy's staff.
Not available for interlibrary loan.
Descriptors: *Whistleblowing / Federal employees.

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When workers blow whistle on Federal waste, fraud. U.S. news & world report, 83:55, December 19, 1977.
Examples taken from the Leahy report.
Descriptors: *Whistleblowing--Case studies.

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Browne, Robert S.
Color the board white, then add a little black. Business and society review, p. 22-24, Fall 1977.
Descriptors: *Directors of corporations--Directories / *Afro-American executives--Directories.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

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Buchholz, Rogene A.
The belief structure of managers relative t/ work concepts measured by a factor analytic model. Personnel psychology, 30:567-587 Winter 1977.
Descriptors: *Executives--Attitudes--Research / *Work values.

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Oh, Tai K.
Theory Y in the People's Republic of China. California management review, 19:77-84, Winter 1976.
Descriptors: *Leadership style / *Management theory / *China.

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Swidorski, Carl L.
New York Court of Appeals: who are the judges? National civic review, 66:558-561, December 1977.
Descriptors: *Judges--Characteristics / New York (State).

EXECUTIVES--RESPONSIBILITIES

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Abrams, Norman.
Administrative law judge systems: the California view. Administrative law review, 29:487-523, Fall 1977.
Descriptors: *Administrative law judges--Responsibilities / *Administrative law judges--Comparative studies / California--Civil service / Federal government.

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Kreitner, Robert.
People are systems, too: filling the feedback vacuum. Business horizons, 20:54-58, December 1977.
Descriptors: *Executives--Responsibilities / *Feedback (Psychology) / *Reinforcement (Psychology) / Communication in management.

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Linder, Stephen H.
Policy formulation in executive branch agencies. Ann Arbor, Mich., University Microfilms, 1977. 232p.
Doctoral dissertation, University of Iowa, 1976. Abstracted in Dissertation Abstracts International, vol. 37 no. 12, June 1977, p. 7955-A.
Descriptors: *Executives--Responsibilities / *Policy formulation--Research / Federal government.

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Rock, Robert H.
The chief executive officer; managing the human resources of the large, diversified, industrial company. Lexington, Mass., Lexington Books, 1977. 168p.
Part III contains case studies.
Descriptors: *Job desriptions--Research / Incentive pay / *Personnel administration--Case studies / *Executives--Responsibilities / *Directors of corporations--Responsibilities.

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Guidelines for recruitment and selection of executive/professional staff for health systems agencies. Prepared by Center for Occupational and Professional Assessment. Washington, U.S. Govt. Print. Off., 1977. 109p.
Descriptors: *Executives--Selection--Methods / *Executives--Recruitment / *Job descriptions / *Health services administration / Professional employees--Selection / *Job analysis / Applications for positions.

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Ritchie, Richard J. and Virginia R. Boehm.
Biographical data as a predictor of women's and men's management potential. Journal of vocational behavior, 11:363-368, December 1977.
Descriptors: *Biographical inventories / *Management potential / *Executives--Tests--Research / Prediction of occupational success / Women executives.

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Sunshine laws in the public sector. Midwest monitor (Midwest Center for Public Sector Labor Relations), p. 1-2+, September-October 1977; p. 1-6, November-December 1977.
Descriptors: *Collective bargaining / *Freedom of information / *Meetings / Local government / State government / Federal government.

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U.S. Civil Service Commission.
Index to Civil Service Commission information, December 1977. Prepared by the The Library. Washington. U.S. Govt. Print. Off., 1977. 12p. (CSC document no. 1)
Descriptors: *Government publications--Indexes / *U.S. Civil Service Commission / Federal government.

HANDICAPPED

2-68
Brosnan, Ted.
There's more to affirmative action than just hiring "the handicapped." Personnel administrator, 23:18-21, January 1978.
Descriptors: *Handicapped--Employment--Case studies / *Affirmative action / Architectural barriers / Job design.

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Grazulis, Cheryl.
Understanding section 503: what does it really say? Personnel administrator, 23:22-23, January 1978.
Descriptors: *Handicapped--Employment--Law and legislation.

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Greenblum, Joseph.
Effect of vocational rehabilitation on employment and earnings of the disabled: state variations. Social security bulletin, 40:3-16, December 1977.
Descriptors: *Handicapped--Employment--Statistics / *Handicapped--Pay / *Rehabilitation, Vocational--Evaluation.

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Key Federal regulations affecting the handicapped 1975-76. Washington, U.S. Govt. Print. Off., 1977. 74p. (DHEW pub. no. (OHD) 77-22004)
Partcial contents: Employment; Rights; Vocational rehabilitation.
Descriptors: *Administrative agencies--Rules and practice / Federal government / *Handicapped--Employment / Contractor personnel / *Handicapped--Discrimination / Affirmative action / *Handicapped--Rehabilitation / Handicapped--Training / Public service employment.

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Final report. Washington, U.S. Govt. Print. Off., 1977. 3v.

Descriptors: *Handicapped--Conferences / Handicapped--Employment / Equal opportunity in employment.

2-73 S/I

Wright, William A.

Equal treatment of the handicapped by Federal contractors. Emory law journal, 26:65-106, Winter 1977.

Descriptors: *Handicapped--Employment--Cases / *Handicapped--Discrimination / *Contractor personnel / Federal government.

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American Hospital Association.

Health occupations training programs administered by hospitals; a directory. Washington, U.S. Department of Health, Education, and Welfare, 1977. 362p. (DHEW pub. no. (HRA) 77-84)

Prepared for U.S. Public Health Service.

Descriptors: *Health personnel--Training--Directories / Hospitals / Nurses--Training--Directories.

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Kennedy, Rose and Ann B. Vose.

Preparing the nurse manager to assume new accountabilities. Hospitals, 52:66-69, January 1, 1978.

Descriptors: *Nurses--Training / *Management development / Workforce planning / Performance evaluation.

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Proceedings of the .... Prepared by Moshman Associates, Inc. Washington, U.S. Govt. Print. Off., 1977. 163p.

Descriptors: *Physicans--Workforce planning / *Health personnel--Workforce planning--Conferences.

HOURS OF WORK

2-77

Gomez-Mejia, Luis R., Michael A. Hopp and C. Richard Sommerstad.

Implementation and evaluation of flexible work hours: a case study. Personnel administrator, 23:39-41, January 1978.

Reports on Control Data's experience with flexible working hours.

Descriptors: *Flexible working hours--Case studies / *Flexible working hours--Evaluation / *Employee attitudes / *Executives--Attitudes.

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Haldi Associates, Inc.

Alternative work schedules; a technology assessment. New York, 1977. 347p.

Prepared for U.S. National Science Foundation.

Descriptors: *Change, Organizational / *Hours of work--Research / Shorter workweek / Forecasting / Scheduling / Flexible working hours / Quality of working life.

HOURS OF WORK (Cont'd)

2-79 Ie488 .M27f

Maklan, David M.

The four-day workweek; blue collar adjustment to a nonconventional arrangement of work and leisure time. New York, Praeger, 1977. 204p.

Descriptors: *Four-day workweek--Research / *Blue collar workers--Attitudes--Research / Leisure.

2-80 S/C

Sawyer, Kathy.

Time out; America begins to work less. Washington post, p. A1+, December 25-28, 1977.

Descriptors: *Flexible working hours / *Part-time work / *Job sharing / *Work sharing / Sabbatical leave.

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Teriet, Bernhard.

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Descriptors: *Flexible working hours / Europe / *Scheduling.

HUMAN RELATIONS

2-82

Dailey, Robert C.

The effects of cohesiveness and collaboration on work groups: a theoretical model. Group & organization studies, 2:461-469, December 1977.

Descriptors: *Group dynamics / Simulation methods / Performance.

2-83

Gelman, David and others.

How men are changing. Newsweek, 91:52-56+, January 16, 1978.

Descriptors: *Sex roles / *Work values / *Change (Psychology) / Employee attitudes / Stress, Psychological / Family (Sociological unit) / Human relations.

2-84 Ie608 .H24h

Harris, O. Jeff, Jr.,

How to manage people at work; a short course for professionals. New York, J. Wiley, 1977. 12v. in 1.

Descriptors: *Human relations--Study and teaching / *Organizational behavior--Study and teaching.

2-85 Id72.9 .L97c 1977

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Descriptors: *Organizational behavior--Addresses, essays, lectures.

INCENTIVE AWARDS AND PROGRAMS

2-86

Reuter, Vincent G.

Suggestion systems; utilization, evaluation, and implementation. California management review, 19:78-89, Spring 1977.

Descriptors: *Suggestions systems--Evaluation / *Suggestion systems--Research.

INSURANCE, HEALTH

2-87 Ie569 .D43d

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A report from the Compensation Research Centre of the Conference Board in Canada.

Descriptors: *Dental care--Insurance--Conferences / *Dental care--Insurance--Case studies / *Canada.

INTERVIEWING

2-88

Harlan, Anne, Jeffrey Kerr and Steven Kerr.

Preference for motivator and hygiene factors in a hypothetical interview situation: further findings and some implications for the employment interview. Personnel psychology, 30:557-566, Winter 1977.

Descriptors: *Interviewing--Research / Motivation.

2-89

Hatfield, John D. and Robert D Gatewood.

Nonverbal cues in the selection interview. Personnel administrator, 23:30+, January 1978.

Descriptors: *Interviewing / *Nonverbal communication.

INVASION OF PRIVACY

2-90 S/I

Belair, Robert R.

Agency implementation of the Privacy Act and the Freedom of Information Act: impact on the government's collection, maintenance and dissemination of personally identifiable information. John Marshall journal of practice and procedure, 10:465-512, Spring 1977.

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Descriptors: *Invasion of privacy / *Freedom of information / *Records administration / Investigations / Federal government.

JOB ANALYSIS

2-91 Ie32 .Io9j 1977

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Job analysis questionnaire for selection device content validation. 2d ed. Des Moines, 1977. 1v

Descriptors: *Job analysis / *Questionnaires / Content validity / Biographical inventories.

JOB DESIGN

2-92 S/I

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Contents: Successful strategies for diffusing work innovations, by Richard E. Walton; Innovations in job design: the union perspective, by Bernard J. White; Job design in an insurance firm, by James C. Taylor; The search for new leads in job design: the Philips case, by J. Friso den Hertog; Practical and methodological problems in job design, by Richard B. Peterson; Job design: overview and future direction, by Louis E. Davis.

Descriptors: *Job design / *job design--Case studies / *Job design--History / Unions.

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2-93

Taylor, James C.

Experiments in work system design: economic and human results. Part II. Personnel review (Gt. Brit.), 6:21-42, Autumn 1977.

Part I appeared in Personnel review (Gt. Brit.), 6:21-34, Summer 1977 (Personnel Literature, item 10-88, October 1977).

Descriptors: *Job design / Surveys / Quality of working life / Europe.

2-94

Yoshida, Koichi and Mitsunori Torihara.

Redesigning jobs for a better quality of working life: the case of the Tokyo Gas Co. International labour review, 116:139-151, September-October 1977.

Descriptors: *Job design--Case studies / White collar workers / Blue collar workers / Japan.

JOB ENRICHMENT AND ENLARGEMENT

2-95 M-Film

Alber, Antone F.

An exploratory study of the benefits and costs of job enrichment. Ann Arbor, Mich., University Microfilms, 1977. 420p.

Doctoral dissertation, Pennsylvania State University, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 2, August 1977, p. 887-A.

Descriptors: *Job enrichment--Research / *Job enrichment--Economic aspects.

2-96 M-Film

Champagne, Paul J.

Job enrichment: a case study of failure? Ann Arbor, Mich., Univerity Microfilms, 1977. 96p.

Doctoral dissertation, University of Massachusetts, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 4, October 1977. p. 2365-A.

Descriptors: *Job enrichment--Research / *ob enrichment--Case studies.

JOB EVALUATION

2-97

Gill, Colin, R. S. Morris and Jack Eaton.

Managerial control and collective bargaining: some 'political' aspects of job evaluation in a multi-site enterprise. Personnel review (Gt. Brit.), 6:51-57, Autumn 1977.

Descriptors: *Job evaluation / *Management control / *Collective bargaining.

JOB SATISFACTION

2-98

Friend, Kenneth E. and Lawton R. Burns.

Sources of variation in job satisfaction: job size effects in a sample of the U. S. labor force. Personnel psychology, 30:589-605, Winter 1977.

Descriptors: *Job satisfaction research / Job enlargement.

2-99 Ie543 .M43m

A matter of dignity; inquiries into the humanization of work, ed. by W. J. Heisler and John W. Houck. Notre Dame, Ind. University of Notre Dame Press, 1977. 214p.

Descriptors: *Job design--Address, essays, lectures / *Alienation--Address essays, lectures / Quality of working life--Psychological aspects / *Industrial democracy--Addresses, essays, lectures.

JOB SATISFACTION (Cont'd)

2-100

Nord, Walter R.

Job satisfaction reconsidered. American psychologist, 32:1026-1035, December 1977.

Descriptors: *Job satisfaction / *State-of-the-art reviews / Job design / Power (Social sciences).

2-101 M-Film

Parks, Edward B.

The effects of dividing the work force into small work groups on selected indicators of productivity, job satisfaction, job qualifications, and job related behavior. Ann Arbor, Mich., University Microfilms, 1977. 114p.

Doctoral dissertation, Saint Louis University, 1976. Abstracted in Dissertation Abstracts International, vol. 37, no. 12, June 1977, p. 7456-A-7457-A.

Descriptors: *Job satisfaction research / *Small groups--Research / *Productivity.

2-102

Thurman, J. E.

Job satisfaction: an international overview. International labour review, 117:249-267, November-December 1977.

Descriptors: *Job satisfaction / Surveys / *Job satisfaction--Comparative studies / Job factors / Executives--Attitudes / Employee attitudes / Unions.

2-103

Weaver, Charles N.

Occupational prestige as a factor in the net relationship between occupational and job satisfaction. Personnel psychology 30:607-612, Winter 1977.

Descriptors: *Job satisfaction research / *Occupations / *Prestige.

JOB SEARCH

2-104 Ie365 .Am3d

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Directory; organizations providing job assistance to ex-offenders, 1976. Prepared by Clearinghouse on Offender Employment Restrictions. [Chicago] 1976. 35p.

Descriptors: *Offenders--Employment / *Employment services--Directories.

LABOR FORCE

2-105 Ie32 .Ed8a

Education Commission of the States.

Adult work skills and knowledge; selected results from the first national assessment of career and occupational development. Washington, U.S. Govt. Print. Off., 1976. 70p. (Career and occupational development report no. 05-COD-01)

At head of title: National Assessment of Educational Progress.

Descriptors: *Ability / *Skills inventory--Research / *Education--Economic aspects / *Educational surveys / Academic achievement / Tests, Achievement / Tests, Ability.

LABOR-MANAGEMENT RELATIONS

2-106 Ie621 .Ac1s 1977

Academic Collective Bargaining Information Service.

Scope of public sector bargaining in 14 selected states. Rev. ed Washington, 1977. 17p. (Special report no. 25)

Descriptors: *Scope of bargaining--Tables / State government / *Scope of bargaining.

2-107 Ie621 .C19s

Carlson, Richard J. and Thomas Sedwick.
State employee labor relations. Lexington, Ky., Council of State Governments, 1977. 57p.
Descriptors: *Collective bargaining--Law and legislation / *Collective bargaining--Administration / *Wisconsin--Civil service / Grievances--Procedures / State government.

2-108

Cebulski, Bonnie G.
An analysis of California's SEERA: new bargaining rights for state civil servants. California public employee relations, p. 2-12, December 1977.
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Descriptors: *Collective bargaining--Law and legislation / California--Civil service.

2-109 S/I

Collective bargaining in public employment. Wisconsin taxpayer, 45:1-8, August 1977.
Descriptors: *Collective bargaining / *Collective bargaining unit / *Scope of bargaining / Strikes--Statistics / Wisconsin / State employees / Local officials and employees / Municipal employees.

2-110 Ia21 .C83e No. 1381

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Municipal workers and the labor maovement; a bibliography, by Luvenia Compton. Monticello, Ill., 1977. 30p. (Exchange bibliography no. 138)
Descriptors: *Labor-management relations--Bibliography / *Unions--Bibliography / Municipal employees.

2-111 Ie621 .M56L

Metropolitan Washington Council of Government.
Labor relations in Metropolitan Washington local governments and school systems. Prepared by Maureen Dursi and Rodney Mebane, Department of Human Resources. Washington, 1977. 122p.
Descriptors: *Labor-management relations / *District of Columbia / Municipal government / County government / *Schools.

2-112

Ostan, William S.
Unionization of the military: some legal and practical considerations. Military law review, 77:109-142, Summer 1977.
Descriptors: *Military personnel--Unions / Labor-management relations--Administration.

2-113

The public's interest in personnel administration. IPMA news (Internatinal Personnel Management Association), p. 8-9+, December 1977.
Final report and recommendations of committee of the Organization of Municipal Personnel Officers that studied aspects of traditional merit systems that should and should not be subject to collective bargaining.
Descriptors: *Civil service / *Scope of bargaining / Selection / Promotion / Position classification / Political activity / Removal.

LABOR-MANAGEMENT RELATIONS (Cont'd)

2-114 Ie621 .Un655de 1977

U.S. Labor-Management Services Administration.
Directory of public employment relations board and agencies; a guide to agencies responsible for administering state and local collective bargaining statutes. Washington, 1977. 38p.
Descriptors: *Public employment relations boards--Directories / State government / Local government.

2-115

Wheeler, Hoyt N. and Thomas A. Kochan.
Unions and public sector supervisors: the case of fire fighters. Monthly labor review, 100:44-48, December 1977.
Reports on a survey assessing effects of unionization on status and performance of officers in 712 cities which have collective bargaining agreements with the International Association of Fire Fighters.
Descriptors: *Supervisors--Evaluation--Research / Supervisors--Attitudes--Research / *Union members / Fire fighters / *Performance / Collective bargaining / Surveys / *Supervisors / Role conflict / Organizational commitment.

LABOR TURNOVER

2-116 M-Film

Abraham, Yohannan T.
Employee tenure: a study of employee turnover and retention involving employee background, job satisfaction, and reasons for staying. Ann Arbor, Mich., University Microfilms, 1977. 206p.
Doctoral dissertation, University of Oklahoma, 1976. Abstracted in Dissertation Abstracts International, vol. 37, no. 12, June 1977, p. 7835-A-7836-A.
Descriptors: *Labor turnover--Research / Application blanks.

2-117 M-Film

Bluedorn, Allen C.
A causal model of turnover in organizations. Ann Arbor, Mich., University Microfilms, 1977. 196p.
Doctoral dissertation, University of Iowa, 1976. Abstracted in Dissertation Abstracts International, vol. 37, no. 12, June 1977, p. 8004-A.
Descriptors: *Labor turnover causes--Research / *Military officers--Research / Models and modelmaking.

LEADERSHIP

2-118

Hill, Norman C. and J. B. Ritchie.
The effect of self-esteem on leadership and achievement: a paradigm and a review. Group & organization studies, 2:491-503, December 1977.
Descriptors: *Self-esteem / *Leadership / *Literature reviews / Human relations.

2-119

Katz, Ralph.
The influence of group conflict on leadership effectiveness. Organizational behavior and human performance, 20:265-286, December 1977.
Descriptors: *Group conflict / *Leadership--Research / Simulation methods.

MANAGEMENT

2-120

Boyd, H. Michael.
Employment paperwork systems. Personnel journal, 56:611-615, December 1977.
Descriptors: *Paperwork management / *Applications for positions / Interviewing / Scheduling / Paperwork management--Forms.

MANAGEMENT (Cont'd)

2-121
Culbert, Samuel A.
The real world and the management classroom. California management review, 19:65-76, Summer 1977.
Descriptors: *Management--Study and teaching / *Executives--Education / Management consultants.

2-122 Id22 .D84pe
Drucker, Peter F.
People and performance: the best of Peter Drucker on management. New York, Harper's College Press, 1977. 366p.
Descriptors: *Management / *Personnel administration / *Executives / Management by objectives / *Industrial sociology / Career staffing / Organizational characteristics.

2-123
Horton, Woody W., Jr.
Information resources management: fad or fact? Journal of systems management, 28:6-9, December 1977.
Descriptors: *Information management.

2-124
How to stop the buck short of the top. Business week, p. 82-83, January 16, 1978.
Descriptors: *Project management / Decision-making / Executives--Responsibilities.

2-125
McGuire, Joseph W.
The "new" egalitarianism and managerial practice. California management review, 19:21-29, Spring 1977.
Descriptors: *Executives--Responsibilities--Social aspects / Executives--Attitudes / *Social values--Theory / *Management--Social aspects / Equal opportunity in employment--Social aspects / Futures (of society) / Compensation--Social aspects.

2-126
Nadler, Leonard.
Designing and implementing a facilitating conference: a case study. Training and development journal, 39:54-62, December 1977.
Descriptors: *Conferences--Planning.

2-127 Id22 .T34m
Thierauf, Robert J., Robert C. Klekamp and Daniel W. Geeding.
Management principles and practices; a contingency and questionnaire approach. Santa Barbara, Calif., J. Wiley, 1977. 819p.
Descriptors: *Management--Textbooks / Planning / Decision-making.

MANAGEMENT BY OBJECTIVES

2-128 M-Film
Chester, Louie B.
The applicability of management by objectives to the management of research and development. Ann Arbor, Mich., University Microfilms, 1977. 329p.
Doctoral dissertation, University of Arizona, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 3, September 1977, p. 1510-A-1511-A.
Descriptors: *Management by objectives--Research / *Research administration--Research.

MINORITY GROUPS--EMPLOYMENT

2-129 Ie152 .Un772er 1975

U.S. Equal Employment Opportunity Commission.
Employment opportunity in the schools; job patterns of minorities and women in public elementary and secondary schools, 1975 Washington U.S. Govt. Print. Off., 1977. 1v.
Descriptors: *Women--Employment--Statistics / *Minority groups--Employment--Statistics / *School employees--Statistics / *School administrators--Statistics / Local officials and employees / State employees.

MOBILITY

2-130 Ie391 .G65d

Gordon, Judith R.
Describing the external careers of management school alumni: career patterns and career stages. Cambridge, Massachusetts Institute of Technology, Alfred P. Sloan School of Management, 1975. 36p. (WP 805-75)
Descriptors: *Career patterns--Research / *Master of business administration degree / Surveys.

2-131

Vaitenas, Rimantas and Yoash Wiener.
Developmental, emotional, and interest factors in voluntary mid-career change. Journal of vocational behavior, 11:291-304, December 1977.
Descriptors: *Mobility, Occupational--Research.

MOTIVATION

2-132

Alderfer, Clayton P.
A critique of Salancik and Pfeffer's examination of need-satisfaction theories. Administrative science quarterly, 22:658-669, December 1977.
Descriptors: *Need satisfaction--Theory.

2-133

Wherry, Robert J., Sr. and John C. South.
A worker motivation scale. Personnel psychology, 30:613-636, Winter 1977.
Descriptors: *Motivation research--Methods / Motivation theory.

OLDER WORKER

2-134

James, Ronald J. and Michael A. Alaimo.
BFOQ: an exception becoming the rule? Industrial gerontology, 4:235-246, Fall 1977.
Descriptors: *Bona fide occupational qualifications--Cases / *Age discrimination--Cases / Older worker / Middle age.

2-135

Wolkinson, Benjamin W.
The arbitrator and the older worker: contractual relief for age discrimination. Industrial gerontology, 4:221-233, Fall 1977.
Descriptors: *Grievance arbitration / *Age discrimination / *Qualifications--Physical standards / Apprenticeship / Retirement--Compulsory.

ORGANIZATIONS

2-136 Id72 .Ab8b

Abrahamsson, Bengt.

Bureaucracy or participation; the logic of organization. Beverly Hills, Calif., Sage Publications, 1977. 240p. (Sage library of social research, v. 51)

Descriptors: *Bureaucracy / *Industrial democracy / *Participative management / *Organizations--Theory / Yugoslavia.

2-137

Margulies, Newton, Penny L. Wright and Richard W. Scholl.

Organization development techniques: their impact on change. Group & organization studies, 2:428-448, December 1977.

Descriptors: *Organization development--Methods / *Organization development--Evaluation / *Research reviews (Publications) / Sensitivity training / Team development / Job design.

2-138

Pate, Larry E., Warren R. Nielsen and Paula C. Bacon.

Advances in research on organization development: toward a beginning. Group & organization studies, 2:449-460, December 1977.

Descriptors: *Organization development--Research / *Research reviews (Publications).

PARTICIPATIVE MANAGEMENT

2-139

Bonanno, J. Bautz.

Employee codetermination: origins in Germany, present practice in Europe, and applicability to the United States. Harvard journal on legislation, 14:947-1012, June 1977.

Descriptors: *Participative management--Law and legislation / *Participative management--Comparative studies.

2-140

Dickson, John W.

The adoption of industrial democracy. Personnel review (Gt. Brit.), 6:15-19, Autumn 1977.

Descriptors: *Industrial democracy--Evaluation / Industrial democracy--Methods / Organizational structure.

2-141

Warner, Malcolm and Riccardo Peccei.

Problems of management autonomy and worker participation in multinational companies. Personnel review (Gt. Brit.), 6:7-13, Autumn 1977.

Descriptors: *Participative management--Research / Decision-making--Methods / *Organizational structure / Centralization / Decentralization / Autonomy.

PERFORMANCE EVALUATION

2-142

Beatty, Richard W., Craig E. Schneier and James R. Beatty.

An empirical investigation of perceptions of ratee behavior frequency and ratee behavior change using behavioral expectation scales (BES). Personnel psychology, 30:647-658, Winter 1977.

Descriptors: *Performance evaluation--Methods / *Performance evaluation--Research.

PERFORMANCE EVALUATION (Cont'd)

2-143

Borman, Walter C.

Consistency of rating accuracy and rating errors in the judgment of human performance. Organizational behavior and human performance, 20:238-252, December 1977.

Descriptors: *Performance evaluation--Research / Validity.

2-144

Finley, David M. and others.

Behaviorally based rating scales: effects of specific anchors and disguised scale continua. Personnel psychology, 30:659-669. Winter 1977.

Descriptors: *Performance evaluation--Research.

PERSONNEL ADMINISTRATION

2-145 BF30 .An7a 1977 vol. 28

Annual review of psychology. Palo Alto, Calif., 1977. 503p.

Partial contents: Personnel attitudes and motivation, by Abraham K. Korman and others; Organization development, by Clayton P. Alderfer; Twenty years of expermental gaming: critique, synthesis, and suggestions for the future, by Dean G. Pruitt and Melvin J. Kimmel.

Descriptors: *Motivation / Employee attitudes / *Organization development / *Management games.

2-146 Ie11.4 .G29a

Georgetown University. Public Services Laboratory.

Assessing personnel management: objectives and performance indicators; a guide for city officials. Washington, 1977. 32p.

Descriptors: *Personnel administration--Evaluation / Personnel administration--Costs / City managers / *Personnel administration--Handbooks, manuals, etc.

2-147 Ie17.9 Un35p 1977

U.S. Civil Service Commission.

The personnel management function--organization, staffing and evaluation. Prepared by The Library. 1977. 44p. (Personnel bibliography series no. 91)

Descriptors: Federal government / *Personnel administration--Evaluation--Bibliography / *Personnel information systems--Bibliography / *Personnel research--Bibliography / *Personnel directors--Bibliography / *Hours of work--Bibliography / Personnel departments--Bibliography / *Labor turnover--Bibliography / *Personnel utilization--Bibliography / *Reduction in force--Bibliography / *Workforce planning--Bibliography / *Employment forecasting--Bibliography / *Skills inventory--Bibliography.

2-148 Ie11.9 .Un73p 1977

U.S. National Technical Information Service.

Personnel management in remote, isolated, and confined areas; a bibliography with abstracts, ed. by Carolyn Shonyo. Rev. ed. Springfield. Va., 1977. 40p. (NTIS/PS-77/0553)

Descriptors: *Personnel administration--Bibliography / *Working conditions--Research / *Working conditions--Bibliography.

PERSONNEL DEPARTMENTS

2-149

Prock, Dan and Bob Henson.

The education neds of and the future labor market demand for human resource managers. Personnel journal, 56:602-607, December 1977.

Descriptors: *Personnel officers--Education / *Labor supply.

PERSONNEL POLICIES

2-150 Ie55 .Un38fc

U.S. Congress. House. Committee on Armed Services.
Full committee consideration of H.R. 5503, DOPMA (Defense Officer Personnel Management Act), also markup session of the Military Compensation Subcommittee... July 29, August 2, 1977. Washington, U.S. Govt. Print. Off., 1977. 131p. (H.A.S.C. no. 95-30)
Descriptors: *Military personnel--Personnel policies / *Personnel policies--Law and legislation / Military personnel--Retirement / Removal / Promotion / Appointments.

PERSONNEL RESEARCH

2-151

Ivancevich, John M. and J. Timothy McMahon.
Black-white differences in a goal-setting program. Organizational behavior and human performance, 20:267-300, December 1977.
Descriptors: *Goal setting--Research / *Afro-Americans--Characteristics / Performance.

POSITION CLASSIFICATION

2-152

Mayer, Robert N.
A progressive approach to secretarial classification. Personnel journal, 56:608-610, December 1977.
Descriptors: *Secretaries / *Position classification.

2-153 Ie22 .Un3em 1977

U.S. Employment Service.
Dictionary of occupational titles. 4th ed. Washington, U.S. Govt. Print. Off., 1977. 1371p.
Descriptors: *Job descriptions / *Occupations--Dictionaries / *Position classification.

PRODUCTIVITY

2-154

Canfield, Roger and Marc Holzer.
Management--Labor productivity simulation: city of Deficitprone. Public productivity review, 2:38-47, Fall 1977.
Descriptors: Simulation methods / *Productivity improvement--Problems, exercises, etc.

2-155 Id214 .H32p

Hayes, Frederick O'R.
Productivity in local government. Lexington, Mass., Lexington Books, 1977. 295p.
Descriptors: *Productivity / Tacoma, Wash. / Productivity--Research / Local government / Dallas, Tex. / Milwaukee, Wis. / Productivity measurement / *Productivity improvement--Case studies / New York (City) / Palo Alto, Calif. / Phoenix, Ariz. / Productivity bargaining / Detroit, Mich.

2-156

Lovell, Catherine, Robert Jasper and James F. Sullivan.
Developing curriculum on public sector productivity. Public productivity review, 2:10-19, Fall 1977.
Descriptors: *Productivity improvement--Study and teaching / *Productivity measurement--Study and teaching / *Curriculum planning / State government / Local government.

PRODUCTIVITY (Cont'd)

2-157

Morley, Elaine.

Productivity training for practitioners. Public productivity review, 2:20-26, Fall 1977.

Descriptors: *Productivity--Study and teaching / State employees--Training / Local officials and employees--Training / *Training courses of study.

2-158

O'Neill, Michael E. and Ernest A. Unwin.

Productivity measurement: a challenge for implementation. Public productivity review, 2:27-37, Fall 1977.

Descriptors: *Productivity measurement--Methods / Simulation methods / *Productivity measurement--Administration.

2-159

Productivity gains from a pat on the back. Business week, p. 56+, January 23, 1978.

Descriptors: *Productivity improvement / *behavior modification / Reinforcement (Psychology).

PROMOTION

2-160 Ie638 .R72c

Roseman, Edward.

Confronting nonpromotability; how to manage a stalled career. New York, AMACOM, 1977. 244p.

Descriptors: *Promotion / *Success in employment / *Career planning / Career ladders / Employee counseling / *Motivation / Job evaluation / New careers / *Supervisors--Responsibilities.

PUBLIC ADMINISTRATION

2-161 Ia11 .G27w

Geekie, William J.

Why government fails or what's really wrong with the bureaucracy. Roslyn Heights, N.Y., Libra, 1976. 246p.

Descriptors: Federal government / *Bureaucracy / *Public administration--Evaluation / Technology / Reorganization plans.

2-162 Ia11 .H88b

Hummel, Ralph P.

The bureaucratic experience. New York, St. Martin's Press, 1977. 238p.

Descriptors: *Bureaucracy / Communication / *Organizational behavior.

2-163 Ia11 .K16r

Kaufman, Herbert.

Red tape; its origins, uses, and abuses. Washington, Brookings Institution, 1977. 100p.

Descriptors: *Public administration / *Bureaucracy / *Paperwork management / Administrative agencies / Federal government.

PUBLIC ADMINISTRATION (Cont'd)

2-164 Ia11.K86d

Kramer, Fred A.
Dynamics of public bureaucracy; an introduction to public administration. Cambridge, Mass., Winthrop, 1977. 290p.
Partial contents: Chap. 5, Public personnel administration; chap. 6, Public sector labor-management relations; chap. 7, Decision-making theory and policy analysis.
Descriptors: *Bureaucracy / *Public administration--Textbooks / Personnel administration / Federal government / Government employees / Labor-management relations / Organizations--Theory / Organization development / Decision-making--Theory / Budget.

2-165 Ia11 .M13p

McCurdy, Howard E.
Public administration: a synthesis. Menlo Park, Calif., Cummings Pub. Co., 1977. 424p.
Partial contents: Human behavior in organizations; Problems of bureaucracy; The politics of administration; Policy analysis; Organization development.
Descriptors: *Organizational behavior / *Bureaucracy / *Organization development.

2-166 Ia11 .K86p 1977

Perspectives on public bureaucracy; a reader on organization, ed. by Fred A. Kramer. 2d ed. Cambridge, Mass., Winthrop, 1977. 220p.
Descriptors: *Public administration--Addresses, essays, lectures / Bureaucracy / Organizations--Theory / Decision-making--Theory / Policy formulation / Human relations / *Organizational behavior--Addresses, essays, lectures.

PUBLIC SERVICE EMPLOYMENT

2-167 Ic204 .Un39p

U.S. Congressional Budget Office.
Public employment and training assistance: alternative Federal approaches. Prepared by Richard A. Hobbie and Alan Fein, Human Resources Division Washington, U.S. Govt. Print. Off., 1977. 64p.
At head of cover title: Budget issue paper.
Descriptors: *Public service employment / *Labor economics / *Disadvantaged--Training--Costs / Public service employment--Costs.

RELOCATION

2-168 Ie500 .G67e

Gorlin, Harriet.
Elements of corporate relocation assistance policies. New York, Conference board, 1977. 46p. (Conference Board report no. 715)
Descriptors: *Relocation / *Relocation--Costs / *Moving expenses / *Personnel policies / Housing, Employee.

2-169

Pinder, Craig C.
Multiple predictors of post-transfer satisfaction: the role of urban factors. Personnel psychology, 30:543-556, Winter 1977.
A shortened version of this paper was presented at the thirty-seventh annual meeting of the Academy of Management, Kissimmee, Florida, August 1977.
Descriptors: *Relocation / *Executives--Attitudes--Research / *Executives--Mobility--Research.

REMOVAL

2-170

Shreve, Larry W.

The impact of Federal court decisions upon the removal of Air Force civilian employees. Air Force law review, 19:272-299, no. 3 1977.

Descriptors: U.S. Department of the Air Force / *Removal--Cases / Federal employees / Resignation / Offenders / Appeals--Procedures.

RETIREMENT

2-171 HD7124 .C15s

Campbell, Rita Ricardo.

Social security; promise and reality. Stanford, Calif., Hoover Institution Press, 1977. 351p. (Hoover Institution pub. 179)

Descriptors: *Social security / *Social security--Finance / Women--discrimination / Pension reform / Pensions.

2-172

Kanabayashi, Masayoshi.

Fading tradition; economic woes spur firms in Japan to alter lifetime job security. Wall Street journal, 190:1+, December 21, 1977.

Descriptors: *Japan / *Job security / *Retirement--Early / *Labor costs / *Older worker--Employment / Morale / Organizational commitment / Second careers.

2-173

Kittner, Dorothy R.

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Descriptors: *Retirement--Compulsory / *Executives--Attitudes / Surveys.

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Descriptors: *Retirement age / *Retirement--Early / *Pension financing / Older worker--Characteristics / Military personnel--Retirement / Federal government.

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Descriptors: *Pension funds / *Retirees--Statistics / Federal government.

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Schwed, Peter.

Hanging in there! How to resist retirement from life and avoid being put out to pasture. Boston, Houghton Mifflin, 1977. 148p.

Descriptors: *Retirement planning / Aging / *Adjustment (Psychology) / Retirement--Compulsory / *Retirement / Older worker / Retirement--Societies.

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Three budgets for a retired couple, autumn 1976. Washington, 1977. 16p.
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Safety education for supervisors. Supervision, 39:1-3, December 1977.
Descriptors: *Supervisors--Responsibilities / *Accidents--Prevention / Supervisors--Training.

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Supply and demand for scientists and engineers: a review of selected fields. Washington, Scientific Manpower Commission, 1977. 56p.
Performing organization: Scientific Manpower Commission.
Descriptors: *Scientists / *Engineers / *Labor supply--Statistics / *Employment forecasting / Degrees, Academic.

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Management and motivation; an introduction to supervision. New York, Harper & Row, 1977. 444p.
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Descriptors: *Supervision--Textbooks / *Supervision--Cases studies / Motivation / *Factor evaluation system.

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An analysis of the effect of flexible working hours on the management functions of the first-line supervisor. Ann Arbor, Mich., University Microfilms, 1977. 229p.
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Descriptors: *Supervisors--Responsibilities--Research / *Flexible working hours--Research.

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Divided loyalties: the perennial supervisory problem. Supervision, 39:4-5, December 1977.
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Performing organization: U.S. Department of the Air Force, Air Force Human Resources Laboratory, Occupational and Manpower Research Division.
Descriptors: *Supervisors--Abilities--Evaluation / *Task analysis--Research / *Military personnel / U.S. Department of the Air Force / Federal government.

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Descriptors: *Test reliability--Research / Mathematical statistics.

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The predictive validity of a work sample: a laboratory study. Personnel psychology, 30:637-645, Winter 1977.

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Descriptors: *Davis v. Washington / Test validity / Minority groups--Tests / Police--Tests / *Test bias--Cases / Afro-Americans--Discrimination.

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Research base for the written test portion of the Professional and Administrative Career Examination (PACE): prediction of training success for social insurance claims examiners. Prepared by Brian S. O'Leary, Research Section, Personnel Research and Development Center. Bureau of Policies and Standards. Washington, 1977. 16p. (TS 77-5)

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Descriptors: *Slides / *Phonotapes / *Training.

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How to pick a producer for your training film. Training and development journal, 39:28-29, December 1977.
Descriptors: *Films / *Training.

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Descriptors: *Police--Training--Research / *Police--Selection / *Police--Personnel policies.

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Descriptors: *Video tape recorders and recording / *Labor-management relations--Study and teaching / *Supervisors--Training.

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How to start a seminar. Training and development journal, 39:22-24+, December 1977.
Descriptors: *Conferences--Planning / Working climate / *Human relations.

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Hilliard, Vera J.
Ten common mistakes of secretarial training. Administrative management, 38:32-33+, December 1977.
Descriptors: *Secretaries--Training / *Training administration.

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Contents: Task analysis: figuring out what people need to learn, by Ron Zemke; Try force-field analysis, too, by Charles Utt; Competency analysis: looking at attitudes and interest as well as technical job skills, by Stephen P Becker; Needs analysis: how it pays off at Philadelpia Electric, A&P and the New York Times.

Descriptors: *Task analysis / *Training needs analysis / *Ability--Evaluation.

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Descriptors: *Training administration--Evaluation / *Training administration--Law and legislation / Federal employees--Training / Training methods / U.S. Civil Service Commission / Training needs analysis / Training evaluation / Training cost.

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The rigors of training evaluation: a discussion and field demonstration. Personnel psychology, 30:525-541, Winter 1977.

Descriptors: *Training evaluation--Research.

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Descriptors: *Correspondence courses.

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Descriptors: *Role playing / *Systems analysts--Training.

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Descriptors: *Women professional employees--Characteristics / *Women--Characteristics / Literature reviews / Motivation / Personality.

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Larwood, Laurie and Marion M. Wood.
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Descriptors: *Women executives--Employment / Sex roles / *Success in employment / *Women--Attitudes toward / Women--Discrimination / Women--Pay--Statistics / Turover / Women--Education / Women--Employment--Statistics / *Women--Abilities / *Women--Career planning.

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Scharf, Lois.
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Doctoral dissertation, Case Western Reserve University, 1977. Abstracted in Dissertation Abstracts International, vol. 38, no. 3, September 1977, p. 1604-A-1605-A.
Descriptors: *Married women--Employment--History / *Women--Discrimination--History / Federal employees / Sex roles / State employees / Teachers--Employment / Women--Employment--Law and legislation.

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Descriptors: *Women executives--Responsibilities.

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Descriptors: *Women--Statistics / *Women--Employment--Statistics / Unemployed / Age / Minority group women--Employment / Married women--Employment / *Women--Pay--Statistics / Mothers--Employment / Women--Characteristics / Women--Education / Forecasting.

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Descriptors: *Women--Employment--Research / *Employment opportunities / *Economic conditions / Equal opportunity in employment / Employment forecasting / Labor supply / Simulation methods.

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U.S. Department of State.
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Descriptors: *Women foreign service officers--History / *Women foreign service officers--Characteristics / *Women foreign service officers--Personnel policies / *Women--Employment / Federal government.

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Descriptors: *Women--Employment--Conferences / *Women--Employment / *Women political executives / Women legislators / Volunteers / Federal government / State government / Local government.

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Bowman, James S.

The meaning of work and the middle manager. California managment review, 19:63-70, Spring 1977.

Descriptors: *Work values / *Middle managers--Attitudes / *College students--Attitudes / *Job satisfaction.

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Brodsky, Carroll M.

The harassed worker. Lexington, Mass., Lexington Books, 1976. 174p.

Descriptors: *Working climate / *Quality of working life / *Harassment / Stress, Psychological / Harassment--Psychological aspects / Discontent / Human relations.

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Interview with Eli Ginzberg.

Descriptors: *Work values / *Job satisfaction / Flexible working hours / Women--Employment.

2-217

Kuper, George H.

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Descriptors: *Quality of working life / Labor-management relations / Productivity improvement.

WORKFORCE PLANNING

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Manpower planning in the civil service, ed. by A. R. Smith, Statistics Division. London. H. M. Stat. Off., 1976. 291p. (Civil service studies no. 3)

Descriptors: *Workforce planning / *Great Britain--Civil service / *Workforce planning models / Workforce planning--Methods.

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Howe, William C.

People planning. Supervision, 39:21-22, December 1977.

Descriptors: *Workforce planning / *Supervisors--Responsibilities.

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Descriptors: *Workforce planning models.

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The Air Force Management Engineering Program: toward the rational determination of organizational manpower requirements. Ann Arbor, Mich., University Microfilms, 1977. 281p.

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Descriptors: *Workforce planning--Research / *U.S. Department of the Air Force / Federal government.

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The values of younger workers. Business horizons, 20:18-30, December 1977.

Descriptors: *Youth--Attitudes / *Work values / *Employee attitudes / Survey.

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